

Arkansas State Board of Nursing



Online Application for
Licensure:
Program Director
Training



Information in this presentation is intended for the purpose of providing information for nursing education program directors that are authorized to verify a students graduation **after** they have completed the nursing education program.



An online application system is used by Arkansas State Board of Nursing(ASBN) to streamline the application process.

What is required according to *ASBN Rules* ?



In accordance with the Arkansas State Board of Nursing *Rules*, the licensure examination application shall be authorized by the nursing program director to assure the applicant has completed the program.

What is the program director's responsibility?



- ❧ The nursing director of the nursing education program must verify a student's graduation **after** they have completed the nursing education program.
- ❧ The nursing education program director accomplishes this task via a secure electronic verification process for applicants graduating from in-state programs.
- ❧ The secure access is assigned to a singular authorized nursing education program director or chairman and should be confidential.

What if the student graduated from an out of state nursing program?



- ❧ Program directors of applicants that have graduated from out of state programs accomplish this task via completion and submission of a Verification form (located within the online system). The applicant prints and submits the form to their respective nursing education program director.
- ❧ The nursing education program director completes the form and sends it to the Arkansas State Board of Nursing.

How do I access the secure site?



- ❧ The Arkansas State Board of Nursing will have the vendor send a link for you to access. Example on next screen.
- ❧ You can click on the link provided or copy the link and paste it into your web browser.
- ❧ As program director, you are the only individual that should access the secure site .

Arkansas State Board of Nursing

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Registration for State Licensure | Program Chair Administration

Welcome to the Arkansas State Board of Nursing State Licensure System

- You must be a registered program with the Arkansas State Board of Nursing to access this system.
- To approve the status of an applicant, please log into the system.

Forgot Your Password? [Click here](#)

Login for Access

Email:

Password:

[Login >](#)

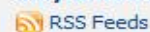
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1123 South University
Suite 800
Little Rock, AR 72204-1619
[Google Map](#)
Phone: 501-686-2700
Fax: 501-686-2714

How do I get access?



- ❧ Please save the link that you are sent.
- ❧ Access the link.
- ❧ Click on “Forgot Your Password? Click [here](#)”.
- ❧ You will be directed to enter information for your password.
- ❧ In the event that you have difficulty, please contact Karen McCumpsey at ASBN.

How will I know when an applicant has submitted an application?



- ❧ You will receive automatic e mail notification when an applicant submits an application to Arkansas State Board of Nursing. Example on next screen.

----- Forwarded message -----

From: ASBN <noreply@ark.org>

Date: Wed, Jan 23, 2013 at 11:36 AM

Subject: Automatic Acknowledgment of Online Application

To: Barbara Greene <bgreene@mail.anc.edu>

ARKANSAS STATE BOARD OF NURSING

AUTOMATIC NOTIFICATION OF APPROVAL/DENIAL BY NURSING PROGRAM CHAIRMAN

Michelle Shaw has submitted an application for licensure by examination as a graduate of your nursing program. Please log on [here](#) and verify the applicant is a graduate of the nursing program.

NOTE: This e-mail was automatically generated. Please do not respond to this e-mail address; it comes from our automated alert system, which is not monitored for responses.

--

Barbara Greene, RN

Director of Practical Nursing

Arkansas Northeastern College

P.O. Box 36 Hwy 148 and I 55

De Witt AR 72021

What do I need to do?



Once the applicant has COMPLETED the nursing education program of study:

- ❧ Assess the respective applicant email.
- ❧ Log in(click “here” hyperlink in the email).
- ❧ Verify if the individual named in the email is a graduate of your nursing education program.
- ❧ Approve or Deny graduate status.
- ❧ Or you can access your list of applicants by logging into the site.

Automatic Acknowledgment Of Online Application

ASBN <noreply@ark.org>

Completed

Sent: Tue 1/29/2013 1:15 PM

To: Karen McCumpsey

ARKANSAS STATE BOARD OF NURSING

AUTOMATIC NOTIFICATION OF APPROVAL BY NURSING PROGRAM CHAIRMAN

The chairman of the nursing program from which you graduated, has verified program completion. Please allow two to three weeks for the Board of Nursing to process your application.

NOTE: This e-mail was automatically generated. Please do not respond to this e-mail address; it comes from our automated alert system, which is not monitored for responses.

The graduate will receive an automatic notification e mail when the program director verifies program completion.

What does the graduate need to know?



- ❧ The graduate **DOES NOT** need to forward or send ASBN the automatic notification e mail; ASBN receives automatic e mail notification as well.
- ❧ The graduate **DOES NOT** need to call or email and notify ASBN that their program director has verified completion of the program.

What does the graduate need to know?



- ❧ The graduate **DOES NOT** need to contact ASBN to see if their program director has verified program completion.
- ❧ The applicant can check this via checking application status on the ASBN website.
- ❧ The applicant is able to view their application via accessing the Check Status. Once the program director verifies completion of the program (approves or denies), the information is automatically populated in the application. Examples on next screens.

Select the type of license or certificate you wish to apply for:

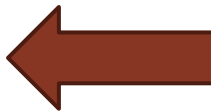
RN (Registered Nurse)

Have you ever held this license/certificate type in Arkansas?

No

Education History / Questions

Name of Educational Program:	AR-NORTH ARKANSAS COLLEGE- RN-ADN 39489
Program Code:	39489
Other Program Name:	
Location of Program:	Harrison, Arkansas
Country of Program:	United States
Type of Program:	AD-RN
Date Entered Program:	01/2012
Date Completed/Graduated:	12/14/2012
Approved by the Program Chair:	Approved



Personal History

Have you ever been convicted of a misdemeanor or felony or pled guilty or nolo contendere to any charge in any state or jurisdiction? DWIs and similar offenses must be reported. (Traffic violations do not

Select the type of license or certificate you wish to apply for:

RN (Registered Nurse)

Have you ever held this license/certificate type in Arkansas?

No

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Location of Program:	Harrison, Arkansas
Country of Program:	United States
Type of Program:	AD-RN
Date Entered Program:	01/2012
Date Completed/Graduated:	12/14/2012
Approved by the Program Chair:	Denied



Personal History

Have you ever been convicted of a misdemeanor or felony or pled guilty or nolo contendere to any charge in any state or jurisdiction? DWIs and similar offenses must be reported. (Traffic violations do not constitute a crime.)

No

Have you ever had any license, certificate, or registration disciplined (revoked, suspended, placed on probation or reprimanded) or voluntarily surrendered in any state or jurisdiction?

No

Are you currently under investigation in any state or jurisdiction?

No

Do you currently engage in drug-related behavior, including the use of mood-altering drugs/substances and or alcohol that would affect your functional abilities to perform while working as a nurse?

No

In the past two years, have you been the subject of a chemical or alcohol dependency intervention or participated in chemical or alcohol dependency treatment/rehabilitation? (If yes, submit all relevant documents, such as rehab program completion, support group meetings, drug screens, etc.)

No

For RN, LPN, LPTN or APN Applicants

What does the graduate need to know?



- ❧ The graduate **DOES** need to allow ASBN several weeks to process the application.
 - This is from the date that the program director verifies program completion- not from the date they submitted the application.
 - Other variables may impact the length of time it takes ASBN to process an application (criminal background, failure to register with Pearson VUE)

What does the graduate need to know?



- ❧ The graduate should check the status of an application by accessing the ASBN website.
- ❧ An applicant status is not updated on a daily basis, but is updated when ASBN has information to provide.
- ❧ A temporary permit will not be issued nor eligibility to test approved prior to verification of program completion by the program director and clearance of background checks.

Important to note



- ❧ An applicant can submit an application up to **two months** prior to completion of the program; verification of completion of the program cannot occur before a student has completed the program.
- ❧ Verification of completion of the program should be completed after the student is TOTALLY finished with program requirements.
 - Please do not delay as processing of an application does not begin until ASBN has received the automatic notification.

Important to note



- ❧ An official transcript with the degree posted must be submitted to the ASBN office prior to release of examination results and issuance of a permanent license. This must come directly from the school either electronically via SPEEDE or as a hardcopy on the schools security paper.
- ❧ In accordance with the Arkansas State Board of Nursing *Rules*, a transcript **shall** reflect:
 - Courses taken,
 - Dates of admission,
 - Sate of separation or graduation from the program,
 - Hours/credits,units earned,degree, diploma,or certificate awarded,
 - Signature of the program director, registrar or official electronic signature and
 - Seal of the school or be printed on security paper or an official electronic document.

Can I verify program completion early?



No

In accordance with the Arkansas State Board of Nursing *Rules*, the examination application shall not be acceptable if the director or chairman of an educational program has certified the applicant prior to date of completion.

How is Authorization reported to ASBN?



- ❧ ASBN will send each nursing education program a Program Verification Authorization Form
- ❧ Each nursing education program will complete the Program Verification Authorization Form and submit it to the ASBN.
- ❧ Can I change to different person while I am on vacation

Can someone else log in to the secure site and verify program completion for me?

No

- ❧ The secure access is assigned to a singular authorized nursing education program director or chairman and should be confidentially maintained.
- ❧ Each nursing education program identifies the nursing program director or chairman that is authorized to verify student graduation from the program.
- ❧ This responsibility will not be delegated to an individual other than the program director/chair that is authorized.

Training Modules that are available

Training Modules are available on the ASBN website at
www.arsbn.org.

Click on Education/ Program Director and Faculty
Information.



Training Modules that are available continued...



Modules that are available

- Criminal Background Check
- Online Application for Licensure/Certification Training
- Program Director Verification
- State Licensure Process: Most Common Mistakes that Delay Processing
- What if an Applicant Marks “Yes” to a Screening Question

Thank you for viewing the
presentation material!



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